

Part Time Deputy Auditor's Position

Job Description:

Customer Service; counters and phones. Entering and verifying data, filling; hard and electronic, updating information in record books and on the computer, maintaining advertisements, scanning and recording documents, and assisting the Auditor's Office.

Requirements:

- Must have strong customer service skills; be able to multi-task, ability to work alone and as a team.
- Must have high school diploma or GED Certificate.
- Knowledge of bookkeeping, filing, prepare and maintaining forms.
- Basic computer knowledge, ability to operate standard office equipment.
- Ability to complete tasks in a timely manner, ability to maintain confidentiality for records and department documents according to State requirements and maintain work ethic.

Please Submit a Resume to the Auditor@ 1010 Franklin Avenue, RM #103. No Phone Calls, Please.

Posted: November 29, 2012